



**United States District Court
District of Minnesota
Clerk of Court's Office**

CAREER OPPORTUNITY

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| Position: | Duluth Division Manager (Regular full-time position, Excepted Service) |
| Location: | District of Minnesota Duluth |
| Salary Classification: | CL 28 Range: \$52,250 to \$84,913 |
| Starting Salary: | \$52,250 to \$55,516 |
| Closing Date: | Monday, May 12 at 5:00 p.m. |

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. There are 7 authorized district judges, 4 senior district judges, 7 authorized magistrate judges, 1 part-time magistrate judge, and a Clerk's Office staff of over 70 employees.

Introduction:

This position is located in the Duluth Clerk's Office of the District Court. The incumbent will coordinate all areas of the Duluth and Fergus Falls Divisions including civil and criminal docketing, jury management, records management, internal controls, cashiering and intake. The incumbent will manage two employees in the Duluth office, and one employee in the Fergus Falls office. The Duluth division has one resident Magistrate Judge.

Representative Duties:

- ☐ Directly supervises three team members performing docketing and quality control on the Electronic Case Filing (ECF) system.
- ☐ Analyzes technical and operational processes of ECF and makes recommendations for improvement and implementation.
- ☐ Ensures implementation of and adherence to standardized docketing procedures, financial operations, intake responsibilities, jury processes, and administrative procedures.
- ☐ Manages, delegates and prioritizes workload among the two divisions in conjunction with the Twin Cities offices.
- ☐ Responsible for the implementation of court policy in the two divisions, as well as Administrative Office directives and rule changes; provides information and training related to the implementation and monitoring of ongoing and new procedures, policies, rules and goals that affect processing and filing of cases and documents.
- ☐ Works with the Chief Deputy and Clerk to establish policies and procedures to enhance the development, implementation and evaluation of administrative and managerial processes to improve operational functions, including case management, quality control, service to the judicial officers, and other services. Researches and proposes solutions to various case management issues.
- ☐ Responsible for the management of court records, including sealed files.
- ☐ Reviews and responds to the attorney messages in the ECF help desk e-mail box.
- ☐ Troubleshoots customer problems related to ECF, tests and evaluates new software versions.
- ☐ Recommends developmental plans and appropriate training programs for staff to enhance performance, ensuring that all division employees are adequately trained.
- ☐ Advises civil and criminal supervisors regarding trends in docketing input errors and suggests corrective actions or additional areas for training.
- ☐ Acts as liaison for clerk's office and resident Magistrate Judge in the areas of facilities, information services, and security.
- ☐ Coordinates all Duluth and Fergus Falls courtroom scheduling for visiting judges and is responsible for the oversight of all special events in the divisions.
- ☐ Coordinates naturalization ceremonies in Duluth and Fergus Falls.
- ☐ Works on a daily basis with the Duluth Magistrate Judge and staff regarding operational and facility-related issues.
- ☐ Provides support to the part-time Magistrate Judge in Bemidji with operational issues, monthly reporting, and on-site assistance with Central Violations Bureau hearings.
- ☐ Assists in the receipt and docketing of work performed by on-site and visiting judges.
- ☐ Assists with outreach efforts to the Duluth and Fergus Falls area Bar regarding operations issues, particularly electronic case filing and local rules.

- ☐ Conducts regular meetings with divisional staff.
- ☐ Works effectively with employees on their suggestions, complaints, grievances, and other employee relations matters.
- ☐ Prepares and maintains written documentation and evaluates employees' work performance.

Qualifications:

- ☐ Thorough knowledge of the work of the clerk's office and its function within the federal court system.
- ☐ Thorough knowledge of and ability to understand the interrelationship between the following: case management, court policies, clerk's office policies, practices and procedures, the Federal Rules, local rules, ECF procedures, and the ECF system.
- ☐ Excellent interpersonal skills, maturity and judgment. Proven ability to motivate staff and to provide direction in a positive manner. Ability to lead a team of employees in the implementation of new ideas and better work procedures and to motivate employees in their career development.
- ☐ Minimum of three years of progressively responsible experience closely related to the work of the position.
- ☐ Skill in assigning, prioritizing, monitoring and reviewing work assignments.
- ☐ Skill in facilitating team meetings and writing meeting minutes.
- ☐ Experience in supervising a variety of positions within an office environment.
- ☐ Strong analytical, automation and project management skills.
- ☐ A Bachelor's Degree or a combination of education and experience that demonstrates the skill, knowledge, and ability required for this position.

Benefits:

Employees of the U.S. District Court are not classified under Federal Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Qualified candidates may send or e-mail resume with cover letter to:

U.S. District Court
Attn: Human Resources Manager
U.S. Courthouse
300 South Fourth Street, Suite 202
Minneapolis, MN 55415
hr-usdc@mnd.uscourts.gov

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. U.S. or allied country citizenship is required. A background check is required.

The Court is an Equal Opportunity Employer

